

WORKSHOPS SPECIALLY DESIGNED FOR TIMES OF TRANSITION**Change Management – Finding the “Up” in Upheaval****01-16-HR57 -- 4 Hrs -- April, May, and June sessions -- Free***(This workshop is offered at no charge through June 2009)*

With today's economic uncertainties and transition challenges, managing change is critical for everyone. In this action-oriented workshop you will study the cycle of change in the workplace, typical responses to change, and how to manage resistance. You will develop specific strategies for navigating change that you can take back to your work environment to support yourself and others.

Managing the Change Effort**01-16-HR60 -- 2 Hrs -- April and May sessions -- \$65**

Most organizational change efforts fail and 68% of companies have unanticipated problems in the change process. One of the primary reasons change efforts fail is because leaders do not consider change from an employee's perspective. Leaders need to address concerns that people have when they are asked to change. In this workshop, we focus on how managers can produce an effective change process. We will learn about the typical reactions to change and discuss our experiences and concerns surrounding organizational change. We will identify how to help employees who are experiencing change and discuss the do's and don'ts that managers need to understand.

Visit

<http://www.dop.wa.gov/Training/TrainingProgram/LeadershipDevelopment>

to register today!**Maintaining a Positive Attitude - for Managers****01-16-HR61 -- 2 Hrs -- April sessions -- \$65**

Do your employees, your co-workers or you dread coming to work every morning? Do they seem to complain about their job to co-workers? Both in life and at our jobs, it is sometimes very difficult to maintain a positive attitude. This frequently requires us to re-examine our expectations regarding change and control, as well as our attitudinal log-jams that keep us feeling stuck, which can lead to job burnout. In this workshop, we will focus on ways to improve attitudes in the workplace and in your daily life and also assist managers to find ways that enhance morale, empowerment and trust – key factors in maintaining a positive attitude.

Managing Transition and Job Loss – for Employees**01-16-HR59 -- 3 Hrs -- April sessions -- \$75**

Any type of change can affect mood, morale, feelings of self-worth and productivity and certainly the transition of a job loss or change generate these reactions. In this workshop we will examine why dealing with a job loss is so difficult. We will look at influencing factors and do exercises related to job loss. We will discuss the internal responses to job loss as compared to the grieving model and look at the psychological reactions of the Bridge's model of endings, neutral zone and new beginnings. We will discuss some case scenarios that illustrate how we can move on to new beginnings. We will also cover beating the unemployment blues. Finally, we will examine healthy ways to deal with the stress of a job loss and assess our coping skills, the use of support systems, and ways to take care of ourselves.

Managing Transition and Job Loss – for Managers

01-16-HR62 -- 3 Hrs -- April and May sessions -- \$75

In this workshop for managers and supervisors, we will focus on responding to employees in transition. We will review typical reactions and behaviors that a manager may need to deal with and emphasize the need for over-communication. In a series of case studies and scenarios, we will practice different styles of management support for typical employee reactions. We will also discuss typical mistakes managers make in a transitional environment as well as how to deal with change survivors effectively.

Personal Stress Management

01-16-HR58 -- 2 Hrs -- April and May sessions -- \$65

While stress is unavoidable, how you choose to deal with it can determine whether it becomes a positive or negative force in your life. We all experience stress both at work and home, but it is vital to learn how to effectively manage it. This workshop will discuss the perceptions, emotions, behaviors and physical processes concerning stress in today's world. We will learn to recognize the symptoms of stress and differentiate between stress and burnout. We will discuss some realistic approaches to handling our day-to-day stresses that we encounter through adopting effective "stressbusting" strategies. We will focus on the specific contributors to workplace stress and learn both cognitive and behavioral stress management techniques.

Workshops for Times of Transition are being offered at a nominal fee through June 30, 2009. These workshops can also be brought to your agency. Contact us for more information.

ADDITIONAL DOP COURSES FOR TIMES OF CHANGE

The following classes are offered through regular open enrollment registration. For more information, visit DOP's website at <http://www.dop.wa.gov/Training>

Basic Principles For a Collaborative Workplace (1/2 Day)	Creative Problem Solving & Decision Making
Crucial Conversations (2 Days)	Engaging Families for Change (DSHS/CA)
Giving & Receiving Constructive Feedback (1/2 Day)	Understanding the Diverse Workforce (1 Day)
Interpersonal & Group Communications	Mastering Change
Interpersonal Communication Skills (2 Days)	Personal Strategies for Navigating Change (1/2 Day)
Handling Emotions Under Pressure (1/2 Day)	Problem Solving and Decision Making (1 Day)
Increasing Human Effectiveness	Resolving Interpersonal & Organizational Conflict
Managing Job Stress	Wellness for Supervisors (DSHS/CA)
Coaching: Bringing Out the Best in Others (1/2 Day)	Discovering Your Strengths Workshop (2 hours)

The following classes are available through eLearning. For more information, visit the website at <http://elearn.dop.wa.gov>

Leading Change from the Front Line	Incorporating Change in Your Organization
Leading Through Change	Guide Yourself Through Change
Preparing for Business Crises	Manage Organizational Change Processes
Responding to Business Crises	Change Leadership
Recovering from Business Crises	Communicating and Reinforcing Change